

PRIVACY NOTICE

Who we are

Marchington Stone Ltd is an independent, family-owned quarrying company and specialist supplier of aggregates, roadstone, sand, soil, gravel and block stone to the construction and civil engineering industry throughout Great Britain.

We own the website www.marchingtonstone.co.uk and are registered with the ICO (Information Commissioner's Office) as a data controller. We are committed to protecting your personal data and understanding our legal obligations with regards to personal data protection.

The purpose of this notice

This notice describes how we may collect and use your personal data in accordance with the General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA), the Privacy and Electronic Communications Regulations (PECR) and the Data Use and Access Act 2025 (DUAA).

Data we may collect from you

We will only collect data that is relevant to a legitimate purpose of our business which may include:

- Your name
- Address
- E-mail
- Contact telephone numbers
- Financial information (e.g. payment information)
- Details you may need to provide to deliver contract services for us e.g. company information, your qualifications, trade memberships, accreditations, insurance, operator's licence, waste carrier licence etc.
- Details of your insurance cover (if you are a haulier or contractor)
- Information you provide by submitting an online form via our website
- Hospitality preferences and interests
- Marketing Preferences
- Movement activated CCTV images outside our head office and at Shire Hill Quarry
- Telephone conversations these are recorded for training, quality and record purposes
- Additional personal information provided by you on a voluntary basis, which may be useful for us to understand when you are delivering contract services

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Note:

We operate external site CCTV cameras. The locations have been chosen to minimise the capture of images which are not relevant to our legitimate business purposes. We use CCTV for health, safety, crime prevention and site security. Images are encrypted and access is restricted to authorised individuals only.

Data is stored securely and is over-written unless required for investigation or legal purposes.

We do not

- collect special category personal data
- use automated decision making or profiling technology on your personal data
- transfer any personal data to third parties

Cookies

Our website www.marchingtonstone.co.uk only uses necessary cookies which are required to enable basic features of the website to function correctly. They are only in use whilst you are using the website and do not store any personally identifiable data.

Further information on how we use cookies can be found in our Cookie Policy located at the bottom of each page of our website.

Why we may need your data

In order to:

- respond to your enquiries
- provide you with quotations
- process your orders for goods and services
- make delivery arrangements
- inform you about other products and services which may be of interest to you.
- set up a supplier, customer or contractor account
- conduct any statutory or other checks that may be required
- to make arrangements to pay you for your services

By completing an online enquiry or sending an email to sales@marchington.net or to another marchington.net email address, you are consenting to us contacting you to provide further information on our products and services and responding to any questions or queries.

What we do with your data

We process personal data lawfully, fairly and in a transparent manner as is necessary for legitimate business purposes except where such interests are overridden by your rights for personal data protection.

Ways in which we may process personal data include:

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- to enhance, modify, personalise or otherwise improve our services / communications for the benefit of our customers
- to identify and prevent fraud, theft or other criminal activity e.g. vandalism
- to enhance the security of our network and information systems
- to issue communications which may be of interest or relevant to our working relationship.

You have the right to object to the processing of your personal data by us. If you wish to do so, please email data@marchington.net. Please bear in mind that if you object this may affect our ability to carry out tasks mentioned above for your benefit.

Where we keep your data and how we protect it

All personal data we process is undertaken by our UK staff and is backed up on UK based servers for which we have multi-layer security.

International Data transfers

Transfers of personal data outside the UK must comply with the "data protection test" introduced by the Data Use and Access Act 2025, ensuring that protections in the recipient country are not materially lower than UK standards.

We do not transfer any personal data associated with our core services outside of the EU boundary. Personal data associated with specialised services such as Microsoft 365 may be stored in other regions, though often within the broader EU data boundary.

Data transfers between Europe and the US may be covered by EU-US Privacy Framework certification or EU Standard Contractual Clauses.

External Links

You may be directed to view our website which aims to contain only safe and relevant external links to other sites. We ask all users to note that these external sites are not operated or owned by us, and therefore we do not control or are responsible or liable for the content and their policies. Users are asked to review the privacy policies from these links.

Social Media Platforms

Marchington Stone Limited and Shire Hill Quarries Limited only operate social media accounts with LinkedIn. This is managed by us and we may use this for marketing purposes, for example, to advertise any vacancies or publicise recent contracts. Click here to view the LinkedIn Privacy Policy.

Disclosing Information

We will only pass on your information if we have a legal obligation to do so, or if we have to enforce our terms of use and other agreements. For example, we may need to exchange customer / haulier contact details to arrange delivery of your goods. Information may be passed to the Police in the event of fraud, damage or other criminal activity.

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We will not share your information with any other organisations for marketing, market research or commercial purposes, and we do not pass on your details to any websites.

Email Communication Terms & Conditions

Our emails are confidential, may be legally privileged, and are for the intended recipient only. Access, disclosure, copying, distribution, or reliance on any of it by anyone outside the intended recipient organisation is prohibited and may be a criminal offence. Please delete if obtained in error and e-mail confirmation to the sender. Unless it specifically states otherwise, the email does not form part of a contract. Please be aware that the company may monitor email communications for business purposes.

How long we keep your data

We will only use and store information for so long as it is required for the purposes it was collected for. How long information will be stored depends on the information in question and what it is being used for. For example, if you ask us not to send you marketing e-mails, we will stop storing your e-mail address for marketing purposes (though we will keep a record of your preference not to be e-mailed).

We continually review what information we hold and delete what is no longer required. We never store payment card information. We will not retain your data for any longer than necessary. Typically, we will keep your data for seven years after the date of completion of our contract with you.

Your rights

We want to ensure that you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- to be informed about the collection and use of your personal data
- to access and receive a copy of your personal data, and other supplementary information
- to have inaccurate personal data rectified or completed if it is incomplete
- to have your personal data erased
- to request the restriction or suppression of your personal data
- data portability which allows you to obtain and reuse your personal data for your own purposes across different services
- to object to the processing of your personal data in certain circumstances

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

To exercise any of your rights above please email data@marchington.net

Complaints

If you wish to raise a complaint about how your personal data has been handled by Marchington Stone Ltd you may complete our online Data Subject Access Request

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Complaint Form on our website <u>www.marchingtonstone.co.uk</u> or via the link attached <u>here</u>, or email, phone or write to us.

We will acknowledge your complaint within 30 days and respond as soon as possible. If we require further information or clarification, we will contact you. We reserve the right to pause the 30-day response time clock until the additional information is received.

If you disagree with the outcome, you may appeal to us within 1 month of receiving our decision. We will review your appeal and respond within 30 days.

If you remain dissatisfied after receiving the outcome of your appeal, you may escalate your complaint to the Information Commissioner's Office (ICO) at the following link: ICO Data Protection Complaint

Changes to This Privacy Policy

The policy will be reviewed and updated when necessary. Any changes made to this policy will be posted to the website.

Contact us

If you have any questions, comments or requests regarding our Privacy Policy, please do not hesitate to contact us. Our contact details are:

Marchington Stone Ltd 105 Buxton Road High Lane Stockport

Telephone: 01663 765000

Email the Data Compliance Manager: data@marchington.net

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